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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for NDOT Capital
Facilities Projects FY2023-25

March 16, 2022

Statements of Qualifications are due Wednesday, March 30, 2022, by 4:00 P.M.

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Transportation (NDOT), is issuing a Request for Qualifications (RFQ) for RFQ-2007; NDOT Capital Facilities Projects 2021-23. Qualified consultants are invited to submit a statement of qualifications as outlined below. NDOT's website referred to in this document is located at: <http://www.dot.nebraska.gov/business-center/consultant/>

All consultants interested in providing professional services for NDOT are strongly encouraged to review NDOT's template [Standard Professional Services Agreement](#), [Sample Fees and Payments Exhibit](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFQ. By submitting a statement of qualifications in response to this RFQ, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOT's website. An agreement will not be executed unless consultant provides a current overhead schedule and proof of meeting the insurance requirements in the form of an [Insurance ACORD](#). Further information regarding insurance, including a [checklist](#) to assist in submitting an acceptable certificate, can be found at <https://dot.nebraska.gov/business-center/consultant/insurance/>.

This RFQ does not commit NDOT to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services. NDOT reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all responses received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFQ, if it is in the best interest of NDOT to do so.

In accordance with Nebraska Revised Statute [84-712](#) et.seq., Nebraska Public Records Act, documents provided to NDOT are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

SCOPE OF SERVICES

Standard Work Categories anticipated on this project are:

- 110 Building Design and Inspection
- 111 Electrical and Mechanical Design

Information regarding the [Standard Work Categories](#) can be found on NDOT's website.

FY 23-25 BIENNIUM BUDGET CAPITAL FACILITIES PROJECTS

1. OVERVIEW OF THE WORK. The Nebraska Department of Transportation (NDOT) plans to hire consulting firms to complete building design, construction administration, and inspection services for new maintenance facilities and standalone wash bay facilities. Buildings are generally pre-engineered metal buildings on an 8" curb with traditional commercial construction office space adjacent to large vehicle maintenance bays. Qualified firms are invited to submit statements of qualifications.

2. PROJECT GROUPS.

a. GROUP ONE

(1) Minden Maintenance Facility – AFE Q-xxx.

A new maintenance facility approximately 19,000 SF. The design for the office space is approximately 3,000 SF. The building will also include seven (7) equipment bays at (20'x54'), one (1) mechanic's bay that is (30'x54'), one (1) wash bay that is (30'x54') and 1500 SF of misc. storage.

(2) Falls City Maintenance Facility – AFE Q-xxx

A new maintenance facility approximately 14,500 SF. The design for the office space is approximately 2500 SF. The building will also include five (5) equipment bays at (20'x54'), one (1) mechanic's bay that is (30'x54'), one (1) wash bay that is (30'x54') and 1500 SF of misc. storage.

b. GROUP TWO

(1) Various Stand Alone Drive Thru Wash Bay Facilities –

Stand-alone drive thru wash bay facilities approximately 1,620 SF. Pre-engineered metal building with waterproof liner panels. Additional features include two 16 FT x 16 FT overhead doors on either end with a single sloped roof. Heating system, ventilation, electrical, and plumbing design services are required. The building will have high pressure hot water cleaning system with multiple user stations. Large capacity water hydrants will also be included. The design will be used as a standard and includes the following locations, and five future locations across Nebraska.

- a. Omaha Headquarters at 108th and I – AFE Q-xxx.
- b. Fremont – AFE Q-xxx
- c. Blair – AFE Q-xxx
- d. Plattsmouth – AFE Q-xxx
- e. Chappell – AFE Q-xxx

4. SOFTWARE AND EQUIPMENT REQUIREMENTS. All documents shall be provided in electronic form and hard copy. Electronic format is in both PDF and Word or AutoCAD format as well as REVIT model if applicable. Drawings shall be provided in 22"x34" sheet size unless requested otherwise.

5. EXPECTATIONS FOR THE DELIVERABLES.

a. Each project will consist of the following phases:

- (1) Phase 1 – Programming. Services to include planning and pre-design meetings, evaluation of existing site conditions, development of schematic design for facility,

development of program statement and opinion of probable costs. The consultant will provide necessary data for NDOT to develop a program statement and cost estimates, for the Legislature's approval, at the completion of the schematic design phase.

- (2) Phase 2 – Document Development. Services to include site survey, soils investigation report, periodic design review meetings, final design documents of site plans, architectural and engineering plans, and complete specifications. Completion of construction documents for the NDOT to use for solicitation of bids and support during the bidding phase, including responding to inquires during bid process.
- (3) Phase 3 – Construction Administration. Services to include pre-construction, monthly progress meetings, substantial completion meeting and final review meeting; periodic observation of construction progress; review and processing of shop drawings and submittals; review and processing of RFI's, ASI's, proposal requests and change order documents; review and certification of payment applications; submission of record documents and as-built plan set. Final service is the eleven-month warranty inspection with contractor and owner representatives after substantial completion.

b. Additional coordinating instructions for each project are as follows:

- (1) Phase 1 notice to proceed will be issued by NDOT promptly upon completion of scope and fee negotiations. Continuation into Phase 2 & 3 is dependent upon legislative and gubernatorial approval of the project's program statement.
- (2) The office square footage and numbers of bays listed for each project are projected estimates and subject to refinement with the selected firm.
- (3) The consultant will provide plans for all necessary utility connections.
- (4) Standard plans for fabric structures (salt storage buildings) will be provided by NDOT.
- (5) All documents shall comply with industry standards.
- (6) All designs shall follow all federal and state codes.
- (7) NDOT will advertise and conduct lettings for each project at a timeframe currently scheduled to begin July 1, 2023, or after.

DETAILS

It is anticipated that one (1) consultant will be selected for each project group listed above. The payment method for the contract may be Lump Sum, Cost Plus Fixed Fee, or Specific Rates of Compensation.

Up to three (3) consultants will be short-listed for interviews for each group. The evaluation criteria to be used for the short-listing and final selection is outlined below.

NDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. NDOT also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

NDOT will not hold a briefing. All information is contained within this RFQ and on NDOT's website. If additional information is deemed necessary, it will be posted on the same web page

as this RFQ and will be labeled as an update. Consultants interested in this RFQ are responsible for checking for updated information.

Interested consultants must have a current [NDOT Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with NDOT prior to the deadline identified in the Schedule of Activities. If necessary, a completed NDOT Form 497 should be submitted to: NDOT.PDAnnualCertification@nebraska.gov.

Please submit your Drug-Free Workplace Policy (DF Policy) separate from the response to this RFQ ([DF Policy Example](#)). The DF Policy is a one-time submittal to NDOT. Please do not re-submit unless your DF Policy has changed, or you never have previously submitted a DF Policy. While the DF Policy is not a submittal requirement, all consultants must have an acceptable DF Policy on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's DF Policy may be submitted via email to: NDOT.PDAnnualCertification@nebraska.gov

Please do not call or write NDOT staff for information regarding the services in this RFQ. Email all inquiries/questions to Randy Eldorado, Procurement Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (60 pts)

1. Qualifications (30 pts)
 - a. Qualifications of the project manager, key team members, and subconsultants to perform the services described in the Scope of Services.
 - b. What is the Consultant's knowledge and experience of the design team with this type of project?
 - c. Applicability and relevance of comparable work provided by the Consultant.
 - d. Computer capability of the firm; Use of BIM will be required.
 - e. Related project experience, especially specific experience relating to planning and designing maintenance facilities.
2. Performance Data (10 pts)
 - a. Previous plan submittals to NDOT have been complete and met NDOT standards and deadlines.
 - b. Current and projected workload of the firm for past, present, and upcoming projects for Agencies of the State of Nebraska.
 - c. Consultant's cooperation with NDOT staff on previous projects
 - d. If firm has no experience with NDOT, did they provide references for previous experience with other states, local governments, or appropriate clients?
 - e. Budget Management.
 - f. Architect/Engineer-initiated Change Order Performance on the three most recent projects.
3. Understanding of the Projects (20 pts)
 - a. Consultant demonstrated understanding of the key elements of the project

- b. Consultant adequately address through the response to the RFQ that they will allocate appropriate and sufficient staff resources or qualified subconsultants to address the key elements as they perceive them.

Final Selection (40 pts)

1. Ability to Perform the Work (15 pts)
 - a. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.
 - b. How much work does the consultant’s proposed team currently have under contract? What is the scheduled completion date of this work?
 - c. How much non-NDOT work does the firm have currently?

2. Approach to the Services and Schedule (15 pts)
 - a. Consultant’s anticipated approach to working with and identifying the needs of programs and staff to ensure a highly successful project delivery. The consultant should provide references and be able to demonstrate that they successfully completed recent, similar projects on time and within budget.
 - b. Consultant has demonstrated understanding of the key elements of the scope, including potential issues/hurdles that may arise.
 - c. Does the consultant recognize and identify special circumstances of the projects?
 - d. Consultant has included a basic schedule of events to complete the work.
 - e. Identify the scope of services to be provided by each team member.

3. Quality of Interview (10 pts)
 - a. Include any other information about your firm, or about the project, that you feel is relevant to the project and the Selection Committee.
 - b. Explain any other factors that make your consultant team uniquely qualified to provide professional services for this project.
 - c. Consultant’s interview was clear and concise.
 - d. Consultant addressed all evaluation factors adequately.
 - e. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2022)	Time (CST)
RFQ Posted	March 16, 23	
Last Day Updates to RFQ may be posted	March 23	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on File at NDOT	March 23	4:00 PM
Statement of Qualifications Due	March 30	4:00 PM
Post Short-List Consultants & Interview Schedule	April 7	4:00 PM
Interview	April 15	12:30 – 4:00 pm
Post Final Selections	April 19	4:00 PM

SUBMITTAL OF QUALIFICATIONS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

One (1) electronic copy (PDF format) of your firm's statement of qualification (SOQ) must be submitted using the Online "[SOQ Submittal Form](#)" link found on the Consultant Services Business Opportunities page. Please "reduce file size" of PDF before submitting.

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFQ. Also, firms must indicate interest in one or both groups of projects.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [NDOT Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate NDOT Form 498 must be submitted for each subconsultant to be used.

Submittal covers and dividers between the sections are allowed and not included in the page limit.

INTERVIEWS

Interview date and times for short-listed consultants will be posted on NDOT's website. Interviews will be capped at 15 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

NDOT will make every effort to post the short-listed consultants and the interview schedule on NDOT's website prior to the deadline identified in the Schedule of Activities.

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx. Consultant may contact the Procurement Engineer at (402)479-4778 to make any special arrangements.

Upon completion of all the interviews and approval of the Deputy Director, the selected consultants will be notified by telephone. NDOT will make every effort to post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities.

John R. Selmer, P.E., Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER